

Name:

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
NAPA STATE HOSPITAL**

JOB CLASSIFICATION: MAINTENANCE MECHANIC

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

To perform miscellaneous skilled work in the maintenance, alteration, and repair of buildings and mechanical systems; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

35 % Performs work generated by work orders assigned by the Utility Shop Supervisor on building equipment and systems. Such as minor building construction and repair work, estimates and requisitions materials and supplies keeps tools and equipment in good condition.

30 % Performs Preventive Maintenance tasks as assigned by the Utility Shop Supervisor on building equipment and systems, such as heat and vent refrigeration systems, welding equipment exhaust systems.

20 % Performs work along side of other Plant Operations Trades in the completion of special projects. Minor building construction and modification fabricates parts that are no longer available from manufacturers.

10 % Responds to various emergency situations as they arise. Such as power outage, steam leaks, water leaks, and sewage stoppage. etc

5 % Meets with immediate supervisor in planing and completion of work assignments. And maintains records and reports of work completed.

0 % **SITE SPECIFIC DUTIES**
N/A

0 % **TECHNICAL PROFICIENCY**
N/A

DUTY STATEMENT – Maintenance Mechanic

Page #2

2. SUPERVISION RECEIVED

Under the direction of the Utility Shops Supervisor

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods, materials, and equipment used in the operation and repair of plumbing, heating, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work and skill in the performance of such work; Safety Orders of the Division of Industrial Safety dealing with heating, electrical, plumbing, and other mechanical systems.

ABILITY TO:

Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

N/A

TECHNICAL PROFICIENCY (SITE SPECIFIC)

N/A

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

DUTY STATEMENT – Maintenance Mechanic

Page #3

7. **TRAINING** - Training Category = D

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS**

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;
- Comply with hospital policies and procedures

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

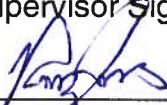
Print Name

Date

Supervisor Signature

Print Name

Date



Ray Smith, Chief of Plant Operations II

03/08/2022

Reviewing Supervisor
Signature

Print Name

Date